

## **5309 - PROPERTY & EVIDENCE TECHNICIAN I**

### **NATURE OF WORK**

This is technical work involves the systematic receipt, storage, maintenance and issuance of various items of police equipment such as uniforms, weapons, supplies.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Answers phones; releaser property to owners, victims, etc.; dispersed petty cash (lunch money, misc. expenses etc); dispersed payroll checks.

Issues Police equipment to Police Officers and divisions of Police Dept. (such as weapons, radios, mikes etc.).

Transports Police vehicles to and from City Shops (mechanical maintenance).

Processes memos and letters to Police Officers and outside agencies;

Maintains inventory on computer spread sheet for monies confiscated by the City.

Maintains inventory on computer spread sheet for vast amounts of narcotics and narcotics paraphernalia to be destroyed;

Secures narcotics and narcotics paraphernalia for destruction;

Corresponds with City Attorney in reference to getting a court order for destruction of narcotics and paraphernalia.

Inventories narcotics and paraphernalia pending destruction.

Enters all abandoned vehicle tow monies received from tow companies into computer.

Maintains inventory on computer spread sheet for confiscated jewelry.

Maintains inventory of all equipment issued to Police Officers and support personnel of the Police Department.

Takes inventories and maintains appropriate inventory records and prepares inventory reports for distribution.

Performs related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to understand and carry out oral and written instructions from various supervisors.

Ability to adjust to changes in assignments without an undesirable effect on initiative, motivation, or productivity.

Ability to operate a motor vehicle.

Ability to exercise independent judgement of a limited nature.

Ability to express oneself clearly and effectively, orally, and in writing.

Ability to apply basic principles in performing limited responsible work relating to the organization of assignment.

Ability to establish and maintain effective working relationships with other employees, the public and

representatives of other agencies.

### **MINIMUM REQUIREMENTS**

Ability to operate personal computer and receive/disperse money.

Shift work including nights, weekends, and holidays.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

### **SUPERVISION RECEIVED**

Assignments are received and work methods prescribed in the form of detailed outlines subject to review for compliance with departmental standards and objectives.

### **SUPERVISION EXERCISED**

None.

Rev. 01/00 (minimum req.)